

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Purchasing

Number: 213.2

Date: 5/31/90

Originating Office: Contracting and Assistance Division

This Replaces: 213.2 dated 10/14/88

Distribution: Headquarters, Areas and Locations

This Directive states the responsibilities regarding the control and maintenance of the ARS Field Acquisition Manual.

1. Background

The Field Acquisition Manual contains procedures and Agency policy for small purchases.

2. Distribution of Manual

The distribution of the MANUAL is limited to those employees who (1) have attended the ARS Field Acquisition Seminar, or (2) have a special need for the MANUAL.

3. Responsibilities

The Contracting and Assistance Division will:

- Make distribution of the MANUAL to employees who have attended the Field Acquisition Seminars.
- Make and distribute changes and additions to the MANUAL.
- Receive and process special requests for the MANUAL.

NOTE: Employees with a special need should send a memorandum to the Contracting and Assistance Division explaining the need.

- Maintain a current distribution list of all employees who receive the MANUAL.

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